

ST. FRANCIS de SALES PTO – CASH BOX REQUEST

DATE	
NAME (FIRST AND LAST)	
PHONE	
EMAIL ADDRESS	
COMMITTEE/EVENT	
DATE CASH BOX NEEDED	
TOTAL NUMBER OF CASH BOXES NEEDED	
CHECK AMOUNT	\$
SPECIAL INSTRUCTIONS	

PROCEDURE:

1. Please complete the **CASH BOX REQUEST** form.
2. Place all documentation in an envelope labeled “PTO TREASURER”.
3. Send the envelope to the school office and it will be placed in the school safe.
4. A check will be made out to the person identified above.
5. That person will cash the check in the proper denominations needed for the event.
6. If you have an unusual need (i.e. a very large sum), please contact the treasurer directly.

TIMELINE:

1. Request must be made **2 weeks** prior to the event.
2. PTO Treasurer will pick up documentation from the school office throughout the month.
3. The request will be processed to meet the date needed, assuming appropriate notification is given.
4. The check and the cash boxes will be left in the school office.
5. Please note, all requests over \$2,500 require special processing and will take more time.

Please contact Jason Van Puymbroeck at sfspto.tr@gmail.com with any questions.